

Moultonborough Planning Board
P.O. Box 139
Moultonborough, NH 03254

Regular Meeting

May 25, 2016

Minutes

Present: Members: Scott Bartlett, Kevin Quinlan, Allen Hoch,
 Russ Wakefield (Selectmen's Representative)
 Alternate: Rich Thorman
Excused: Members: Rich Kumpf, Joanne Farnham, Norman Larson
Staff Present: Administrative Assistant, Bonnie Whitney

I. Pledge of Allegiance

The Chairman opened the regular meeting at 7:00 PM and led the Pledge of Allegiance and then the members introduced themselves to the public. He then appointed Rich Thorman to sit on the board with full voting privileges.

II. Approval of Minutes

Motion: Mr. Hoch moved to approve the Planning Board Work Session Minutes of May 11, 2016, as written, seconded by Mr. Wakefield, carried unanimously.

States Landing Project Update: The Chair stated that he was going to juggle the schedule a bit, taking up the States Landing Project first and welcomed Ray Korber.

Ray Korber, KV Partners. LLC stated that what he was bringing before the Planning Board this evening was the latest version of the States Landing Beach improvement project. He noted that there have been three workshops in which they have received comments and feedback for the site. There have been several beach clean-ups, green-up days in which they have received additional feedback as well.

Mr. Korber reiterated some of the key issues and objectives of the development of site. The key issues in the past have been the beach erosion, siltation of the former swimming area, reduction in the functionality of the boat ramp and the lack of parking and traffic control. The key objectives identified are to protect the shoreline environment and the lake water quality, and improve the recreational opportunities for town residents.

The plan before the board in the past was a conceptual plan and the plan this evening has the actual locations on the site for the park features. Mr. Korber stated many things came out of the workshops. He then pointed out the updated features to the plan which included relocating the finger docks near the boat launch, flipping the location of the park shelter and playground area, reduced the number of the horseshoe pits from 5 to 2 and moving them just a bit out of the wetland area, as well as moving the trail system slightly making a few adjustments to get it away from the wetlands and deal with the topography onsite. They have added a grass treatment swale as part of the stormwater management of the site. They have created an overflow parking area on the other side of the treatment swale, which will be loamed and seeded, not paved and not striped parking.

Mr. Korber stated that there was a lot of discussion on prioritizing the build out of the improvements project so they have added a construction sequencing to the plan. He briefly reviewed the sequence which reflects what came out of the workshop. Priority 1) Complete stormwater management

measures including rain gardens for lake water quality protection; 2) Complete dredging operations to restore the swimming area and improve boat launch operations; 3) Restore and expand the beach area to enhance recreational access and enjoyment; 4) Construct a parking lot to better control vehicle and trailer parking and traffic movements. Create grass panel adjacent to parking lot to accept overflow parking; 5) Construct new boat launch and temporary tie-down dock to improve lake access by recreational craft and persons with disabilities; 6) Construct park features related to ground-side recreation which include: relocation of existing life guard shack, volleyball court, playground area, group shelter, trails/timber bridges, picnic areas with picnic tables/bench seats and BBQ stations, and (potentially) a comfort station with storage facilities. Mr. Korber noted the proposed sequence of construction for the park features were: a.) Grading and creating lawn areas, signage, relocated life guard shack, and picnic areas; b.) Trail system; c.) Group shelter and playground area; d.) Volleyball and horseshoe pits; e.) Comfort station and facilities; f.) Landscaping related to all new facilities.

Mr. Korber stated that those were the changes in large part that were made since the workshop.

The Chair thanked Mr. Korber for his input and asked the rec director to comment on public participation. Donna Kuethe replied that they started back in January of 2013 with a neighborhood meeting with over 50 people attending. There have been several clean-up/green-up days at the beach with attendance ranging from 20 – 50 people. Out of these meetings/sessions many ideas have come fruition in the plan presented tonight. She stated that there is a lot of support for improving the facility.

Mr. Wakefield questioned if this project would alter the intersection of States Landing Road and Castle Shore Road. Mr. Korber stated no. He then asked about a leach field for the comfort station. Ms. Kuethe replied that they have looked into a waterless comfort station.

The Chair questioned if the construction sequence projections lined up with the estimated dollars for each one? Is it in sync with the CIP plan? Walter Johnson, Town Administrator replied at the last town meeting they appropriated \$125K for this phase of the project. This was then converted into an appropriation to the capital reserve fund so the money is now sitting in reserve for future use towards the capital improvements. There still is money available for continued engineering under the existing appropriation that was carried forward and also for permitting. What's being proposed this year with the CIPC is to realign some of the funding and look for enough funding to support the dredging which will be the key phase of the next project. They are proposing a \$300K appropriation for FY2017 that will add onto the \$125K that is already there that will hopefully cover the fair share of the dredging, but they won't know that until they get the permits and the cost estimates. Mr. Korber stated the next step is to take this plan to the DES, noting they are ready to initiate the permit process.

Motion: Mr. Quinlan moved that the Planning Board acknowledge and endorse the conceptual design and the projected Phasing and Budget information submitted on this date for the Proposed Moultonborough States Landing Recreation area project. Furthermore, the Planning Board encourages the BoS to authorize the detailed engineering and design of the project and asks that the preliminary design be presented to the Planning Board at a public hearing within 4 months. Seconded by Mr. Hoch, carried unanimously.

III. Citizen's Forum

IV. New Submissions

1. The Melvin B. Borrin Revocable Trust of 2000 & The Tina C. Borrin Revocable Trust of 2000
(169 - 4) (32 Whittier Highway) – Site Plan Review

The Chair stated that this was a request for a site plan review for the construction of a 24' x 30' garage, and that the application was in order for acceptance and scheduling of a public hearing by the board for this evening.

Motion: Mr. Wakefield moved to accept the application of The Melvin B. Borrin Revocable Trust of 2000 & The Tina C. Borrin Revocable Trust of 2000 (169 - 4) and to schedule a hearing for this evening, seconded by Mr. Hoch, carried unanimously.

V. Boundary Line Adjustments

VI. Hearings

1. The Melvin B. Borrin Revocable Trust of 2000 & The Tina C. Borrin Revocable Trust of 2000 (169 - 4) (32 Whittier Highway) – Site Plan Review

David M. Dolan, of David M. Dolan Associates, P.C. agent for the applicants presented the application for Site Plan review. Mr. Dolan stated the purpose of the application is to obtain Site Plan approval in order to construct a garage on the rear of the property, as an Accessory Use. A portion of the existing gravel surface (approximately 1,100 square feet) is to be loamed and seeded. He noted that the property is located on the southerly side of the N. H. Route 25 (Whittier Highway) approximately one-tenth of a mile east of the Moultonborough and Center Harbor Town Line. The property is approximately 46,412 square feet (or approximately 1.06 acres) in size, has approximately 270 feet of road frontage, is located in the Commercial A Zoning District, and is also located entirely within the "Groundwater Protection Overlay District". The property is served by the Bay District Sewer, and there is an existing well on site.

The property as it is presently configured results from a boundary line adjustment (with property now identified as Tax Map 169 Lot 12) that was approved by the Moultonborough Planning Board in December, 1999.

The property is presently the site of the "Coldwell Banker Real Estate", and "Preferred Rentals", and has been used as a real estate sales and property rental establishment since 1976. Per the Town of Moultonborough Assessor's records, the original building was constructed in the mid 1960's. The most recent addition to the building (located on the east) was constructed during 2000 to 2001. The use of the property as "Offices" and/or "Professional Services" is a permitted use per the Zoning Ordinance. Hours of operation are 9:00 AM to 5:00 PM, Sunday through Saturday. Typically, there are approximately 10 to 15 people on site.

In December of 1999, the Moultonborough Zoning Board granted a Special Exception to allow the expansion of the existing non-conforming structure that was at the time also being used as a real estate sales and rental office. Also in December 1999, the Planning Board granted approval of the previously referred to boundary line adjustment, as well as Site Plan approval for the proposed building expansion (an addition having a footprint of 3,100 square feet), and reconfiguration of the parking lot.

In October of 2000, the Zoning Board granted a Special Exception, which modified the expansion of the non-conforming office building, reducing the proposed expansion within the setback (nonconforming expansion) approximately 8 square feet; the total footprint of the addition being 3,102 square feet.

At the time of the Board approvals granted in 1999, the total lot coverage on the property was 73.12% (33,953 square feet). Of the total area of building addition as approved (3,102 square feet), only a portion (1,953 square feet) was actually constructed; and the parking area as actually constructed differed in configuration than that as initially proposed, with most of the area being paved. A portion of the

property (approximately 3,059 square feet) remained as a gravel surface. The completed project resulted in a reduction in overall lot coverage. Presently, the lot coverage is 62.89 % (29,189 square feet).

There are no proposed changes to the operation of the real estate sales office or the rental office. The project will result in an overall reduction in total lot coverage, from 62.89% to 60.03%, upon completion. Mr. Dolan answered any questions from the Board.

There were no questions from the Board. The Chair stated there were no members from the public present. There being no questions or comments from the Board or the public, the Chair closed the Public Hearing.

Motion: Mr. Wakefield moved to approve the site plan amendment for The Melvin B. Borrin Revocable Trust of 2000 & The Tina C. Borrin Revocable Trust of 2000 (169 - 4), with the following conditions: 1) The owners' signature block and signatures be added to the plan prior to the Chair signing; 2) Add note to plan that there will be no storage of chemicals or accelerants in the garage; 3) Add the Surveyor's stamp and signature to plan prior to the Chair signing the plans; 4) Final plan be submitted to Development Services in CAD and pdf format, seconded by Mr. Hoch, carried unanimously.

VII. Other Business/Correspondence

1. Review of the following draft amendment to the Zoning Ordinance: Village Overlay District Ordinance

The Chair noted that at their last meeting it was the consensus of the board to form a small committee who would redefine the draft mixed use ordinance into a draft village overlay district. Norman, Rich and Russell had agreed to work together on paring down the mixed use ordinance. Rich had a chance to revise the document which was provided to the members. The Chair pointed out that both Rich and Norm were not present this evening. Rich had indicated at that meeting he would be away, and Norm stated to the Chair that he had not had the chance to review the revised draft. Mr. Wakefield indicated that he was still looking over the revision. As 2 of the 3 sub-committee members were not present this evening the Chair asked the members if they wanted to discuss this tonight or table it until a time when all members were present. It was the consensus of the board to table the discussion this evening.

Motion: Mr. Quinlan moved that the board table the review and discussion until such time that there is a full contingent of board members present, seconded by Mr. Wakefield, carried unanimously.

2. The Chairman stated that he and Mr. Hoch had attended the NH Municipal Association Local Officials Workshop that was held in earlier in the day from 9 – 4. He then reminded members of the upcoming workshops on June 3rd for the NH Lakes conference will be held at Church Landing in Meredith from 9 AM – 3 PM and June 4th the annual NH OEP Spring Planning & Zoning Conference will be held at the Courtyard by Marriott, Grappone Conference Center in Concord from 8 AM – 3 PM.

3. The Chair briefly updated the board regarding the Milfoil Committee, noting that the lake hosts will be starting this weekend through the remainder of the summer. The milfoil harvesting will be starting soon.

IX. Adjournment: Mr. Hoch made the motion to adjourn at 7:45 PM, Seconded by Mr. Quinlan, carried unanimously.

Respectfully Submitted,
Bonnie L. Whitney
Administrative Assistant